

POLICY 1.3

TITLE: BASIC TELECOMMUNICATIONS COURSE MATERIALS AND EQUIPMENT

DATE: JANUARY 1999

The following is a list of the minimum and optional equipment and materials for BTC sessions:

I. Student Materials

- A. Each student will be issued a copy of the approved vendor's student manual.
- B. Optional supplemental material developed at the local level to enhance the base curriculum may be supplied to each student.

II. Instructor Materials

- A. The Lead Instructor shall maintain master copies of all forms associated with the processing of this course including:
 - 1. Class Registration and Information Form (see appendix 12).
 - 2. Student Registration and Information Form (see appendix 13).
 - 3. Course Evaluation Form (see appendix 4).
 - 4. Instructor Evaluation Form (see appendix 5).
- B. Each instructor must have a copy of the approved vendor's Instructor Guide.
- C. The instructors may utilize reference texts and other training aids obtained from outside sources to supplement the base curriculum.

III. Course Materials

- A. The following materials will be loaned by OETS to the Lead Instructor for the duration of the course on an "as available" basis:
 - 1. Audio and visual training aids such as overheads, slides, and tapes.
 - 2. Student Written Exam Books and Answer forms, when not supplied by the training vendor.
- B. It will be the responsibility of the Lead Instructor to arrange for delivery and return of all loaned materials and to ensure the careful handling and security of the materials while on loan.

IV. Training Facility Materials and Equipment

- A. The basic requirements for a training facility are outlined in Policy 1.1 Section III.B. The following is a listing of optimal and optional classroom equipment, beyond the basic environmental and standard teaching aids listed in Policy 1.1. This equipment will allow for realism and learning reinforcement. It is further expected that when trainees return to their respective agencies they will be provided with hands-on, supervised training on the specific equipment used at that agency.
- B. Optimal and Optional Classroom materials and equipment:
 - 1. Telephone trainers--a pair of working telephones in separate areas. This will lessen eye contact between trainees and instructors during emergency call simulations.
 - 2. Radio dispatching console or mock-up.
 - 3. Paging equipment or mock-up.